



## OFFICE MEMORANDUM

**DATE:** October 18, 1996

**TO:** District Engineers  
District Field Engineers  
District Construction Engineers  
Resident/Project Engineers

**FROM:** Paul F. Miller  
Engineer of Construction

**SUBJECT:** CONSTRUCTION INSTRUCTIONAL MEMORANDUM 1996-10  
Force Accounts

The Recommendation/Final Estimate Process Re-Engineering Team has proposed the following procedures in regards to Force Accounts. This memo approves these procedures for implementation *effective immediately*.

The following procedures apply to *certified engineers*:

1. The limits for requiring all force account worksheets having to accompany the Recommendation is raised from \$10,000 to \$100,000. Present authorization limits will apply. If the force account work is expected to be over \$25,000, then a recommendation to approve a budgeted amount should be processed as the work is started.
2. The equipment rate worksheet for all force accounts will have to be reviewed and approved by the District Office Engineer prior to the force account recommendation being forwarded to the district office for authorization approval processing. Note on the recommendation that the "(name) District Office Engineer approved the equipment worksheet on (date)."
3. Complete and detailed force account worksheets on all force accounts under \$100,000 will be retained in the project office files and only the recommendation will be forwarded for authorization approval. Force account sheets will be checked, signed and dated (two "public employee" signatures are required) by the Resident Engineer and/or their delegated representative(s), and can include a local agency engineer signature on local agency projects.
4. Force Accounts will be a required item of review in the Resident Engineer Certification process.
5. Emphasis is still placed on the practice to negotiate unit prices and force accounts are to be used only if agreeable unit prices cannot be successfully negotiated.

October 18, 1996

6. On force accounts over \$100,000 complete, checked and signed force account worksheets from the project office will be submitted with the recommendation to the District Office. District will check and sign the force account records before forwarding on to Lansing Construction Division for review and approval.

For *non-certified engineers*, the following procedures will apply:

1. The limits for requiring all force account work sheets having to accompany the Recommendation, is raised from \$10,000 to \$25,000. Present authorization limits will apply. If the force account work is expected to be over \$25,000 then a recommendation to approve a budgeted amount should be processed as the work is started.
2. The equipment rate work sheet for all force accounts will have to be reviewed and approved by the District Office Engineer prior to the force account recommendation being forwarded to the District Office for authorization approval processing. Note on the recommendation that the "(name) District Office Engineer approved the equipment worksheet on (date)."
3. Complete and detailed force account worksheets on all force accounts under \$25,000 will be retained in the project office files and only the recommendation will be forwarded for authorization approval. Force account sheets will be checked, signed, and dated (two "public employee" signatures are required) by the Resident Engineer and/or their delegated representative(s), and can include a local agency engineer signature on local agency projects.
4. Force Accounts will be a required item of review in the Resident Engineer Certification process.
5. Emphasis is still placed on the practice to negotiate unit prices and force accounts are to be used only if agreeable unit prices cannot be successfully negotiated.
6. On force accounts over \$25,000 complete, checked and signed force account worksheets from the project office will be submitted with the recommendation to the District Office. The District Office will check and sign the force account records before forwarding on to Lansing Construction Division for review and approval.

---

Engineer of Construction

Construction Instructional Memorandum 1996-10

Page 3

October 18, 1996

PFM:RDC:srh

**Subject Index: Authorizations**

cc:	Lansing Construction Div. Engs.	H. Linne
	Lansing Construction Div. Techs.	P. Fhaner
	Engineering Services Division	J. Heilman
	M & T Division	R. Beckon
	Design Division	MRBA
	OEO	MCPA
	G. Taylor	MCA
	T. Coleman	MAPA
	R. Knapp	P. Rang